

Activity Codes

Objective

To accommodate agency-specific coding needs within the Minnesota Accounting and Procurement System (MAPS).

Policy

The activity code is an optional four-character code that may be used for budgeting and/or reporting purposes. The Activity field appears on both the revenue and expense budgets. It is the agencies' choice to establish codes for revenues, expenditures, or both. Agencies may add or change activity codes; however, only the Minnesota Management & Budget is able to delete the activity codes. The system setting for any fund-agency combination can be set to require activity coding.

The use of the Activity field is determined by settings on the **Fund Agency (FAGY)** table and contains a section for selecting "Activity Options." The setting is established separately for Expense and Revenue Budgets. It determines the coding required for the budget and accounting documents that are transacted for that fund-agency combination. The valid entries in the control sections are:

Required on Budget and Accounting (Y)-- requires activity codes on all budgets entered and also on accounting documents that post against the budget for the fund-agency combination.

Required on Accounting (A)-- prevents the use of activity codes on budget documents, but requires the activity codes on all accounting documents that post against the budget for the fund-agency combination.

Optional on Accounting (N)-- prevents the use of activity codes on budget documents but allows the option of including the activity codes on accounting documents that post against the budget for the fund-agency combination.

The agency's FAGY table reflects the current use of activity codes in its chart of accounts for each fund-agency combination. Any changes to this option can be made only by the Minnesota Management & Budget as the FAGY table is centrally maintained.

The activity code can provide a reporting hierarchy roll-up or a classifications-based summary. Agencies must enter and maintain all information for the five levels of an activity code. Agencies create their own policies for activity codes and are responsible for their use.

The use of activity codes may assist in reporting information about revenues and expenditures. An agency must use valid activity codes in order for the system to accept its activity code entries.

Forms

No specific forms are required.

General Procedures

Step #	Actions to be Performed	Responsible Party
1.	Determine the need or purpose for activity information.	Agency

	<p>If activity information is required on budget and accounting documents, e-mail the Minnesota Management & Budget, Agency Assistance contact, to make the changes in the Fund Agency (FAGY) table. Agency Assistance can also provide guidance in establishing activity codes.</p>	
2.	<p>Develop an agency policy detailing the use of activity codes. Determine how activity codes will be reported and who will enter and approve the codes.</p>	Agency
3.	<p>For hierarchical reporting, enter the necessary information in the following tables:</p> <p>AGRP -- Activity Group: primary grouping of activity codes. Include Fiscal Year (FY), 2-digit code, and description.</p> <p>ATYP -- Activity Type: secondary grouping of activity codes. Include FY, 4-digit code, and description.</p> <p>ACAT -- Activity category: tertiary grouping of activity codes. Include FY, 4-digit code, and description.</p> <p>ACLS -- Activity class: lowest grouping level of activity codes. Include FY, 4-digit code, and description.</p> <p>ACTV -- Activity code: item of interest to be tracked with a unique identifier code and reported into higher level groupings. Include FY, 4-digit code, description, class, category, type, and group.</p>	Agency
4.	<p>Distribute valid code values to agency staff who enter MAPS information into the appropriate tables.</p>	Agency
5.	<p>Enter documents with the 4-digit activity codes.</p>	Agency
6.	<p>Request or develop reports by activity code.</p>	Agency
	Deleting codes	
7.	<p>Send an e-mail with all the appropriate accounting information and activity code(s) to be deleted to agency's Minnesota Management & Budget, Agency Assistance contact.</p>	Agency

8.	Verify that no budget, receipt, or expenditure documents are currently using the code to be deleted. If the code is in use on these documents, direct agencies to correct the document coding as appropriate. (A code must not be deleted if currently in use on a document.) Advise agency when activity code is deleted.	MMB, Agency Assistance
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